

Decision and Action Log

Meeting: ATSC Main Committee Meeting

Location: ATSC Clubhouse

Date: 26th October 2020, 17:30

Present: Ben Milner (Chair), Alan Brialey, David Wright, John Phipps, David Evans, David Herron, Sally Start, Simon Townsend

No.	Decision, Action or Message	Who?	When?	Who needs to be told?	Action completed?
1.	DECISION: Dean Palmer to be shadow Safeguarding Officer. Dean needs to be fully up to speed and qualified to take over the Safeguarding Officer role immediately should he be needed, therefore all qualifications and approvals need to be in place and current.	DP	IMMEDIATE	ALL SUB COMMITTEE MEMBERS	N/A
2.	ACTION: Dave Evans to monitor the progress of those obtaining Safeguarding requirements and ensure all paperwork is present and approved by relevant governing bodies.	DE	ONGOING	JF / DP	IN PROGRESS
3.	DECISION: Main Committee Secretary role to be left vacant until next AGM. DH to continue and possibly rotate with others willing to help on a meeting by meeting basis.	MAIN COMMITTEE MEMBERS	IMMEDIATE	SUB COMMITTEE MEMBERS	N/A
4.	DECISION: Communication between James Woodwards and Main Committee members to be direct, as and when required, not via a third party. Tennis Coaching Liaison Officer role (Alyson Surguy) not required.	JW / MAIN COMMITTEE MEMBERS	IMMEDIATE	JW / AS	N/A
5.	ACTION: Revised Tennis Coaching contract to be proposed ASAP.	JW / TENNIS SUB COMMITTEE	ASAP	JW / TENNIS SUB COMMITTEE	NO

6.	ACTION: Funding and Sponsorship ideas to be suggested by Dave Evans with Dave Wright and other Tennis volunteers following up with actions. DE to act as project consultant.	DE / DW	ONGOING	TENNIS SUB COMMITTEE / TENNIS VOLUNTEERS	IN PROGRESS
7.	ACTION: Dave Wright will ask James Woodward to confirm that all coaches are covered under JWT insurance. Also confirm public liability insurance is in place through JWT. Feedback to John Phipps.	DW/ JW	ASAP	JW	IN PROGRESS
8.	ACTION: Dave Herron to take up the brown sign application.	DH	IMMEDIATE	N/A	IN PROGRESS
9.	ACTION: Shoe Tags idea approved in principle unanimously, 150 tags to be ordered.	DW	IMMEDIATE	TENNIS SUB COMMITTEE	IN PROGRESS
<p>Notes:</p> <p>2020 LTA registration process to be taken on by BM.</p> <p>NEXT MEETING: TBC</p>					